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**From:** Winston, Paula (DPH)  
**Sent:** Monday, December 21, 2009 9:41 AM  
**To:** DPH-DL - MHS-Timekeepers; Borne, Deborah (DPH); Borne, Alan (DPH); Nagle, Austin (DPH); Saunders, Della (DPH); Hanchett, James (DPH); Salem, Sharon (DPH)  
**Cc:** Cormier, Carol (EHS)  
**Subject:** Payroll Schedule

Good Morning, Due to the upcoming Holidays I would like to suggest the following dates for submission of payroll.

The payroll time logs can be sent to me on,

Thursday 12/24/09 or Monday morning on 12/28/09 for weekending 12/26/2009. (Christmas )

Thursday 12/31/09 or Monday morning 1/4/10 for weekend 1/2/2010. (New Years)

Thank you!

*Paula Winston*

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Personnel Officer

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